

MEMORANDUM – OFFICE OF THE TOWN ADMINISTRATOR

TO: Board of Selectmen
FROM: Carter Terenzini, Town Administrator
RE: Administrator’s Weekly Report
DATE: January 12, 2017
CC: All Departments



The following is intended to provide information where a full memo may not have been warranted or supplement the provided information.

Business/Workshop:

Items 6 & 7 will be general discussions with any handouts needed presented at that time.

Weekly:

As you may know, MGL Ch 32B requires that we audit our health insurance enrollees for eligibility every two years. I have taken advantage of a no cost offer by MIA to undertake this effort. I have finalized the OPEB analysis for the General Fund by stripping out all of the enterprise fund employees mistakenly entered when the Town started this process a year ago. Unfortunately, I have to obtain a second license (\$300/FY '15) to prepare the analysis for the Sewer fund (Light & Water already did theirs). In order to move this along I've asked the vendor if – given our relationship and their knowledge of all we have been digging out from – they would activate the license prior to payment. I estimate it will take me about a week to finalize the Sewer analysis once the license is activated. I will invite the BoSC to the meeting when I present the report(s) and provide them with a finalized copy. We continue to try to find a date for joint meeting between the Boards to discuss the processing of the annual budget and other matters of mutual interest. Do please try to respond to your email on this at your first convenience. Materials were prepared for the DPW neutral evaluator, the interview schedule was finalized and budget reviews continued with a review of Fire and Library requests. The pace picks up next week on this. Given the uncertainty that we can file our financials by the grant award date, COG (our CDBG consultant) and I have come to agree that it is not justified to prepare a grant application for the upcoming round of funding. He is, however, hopefully that the East Templeton project can be revived next summer/fall. He said that “COG would be more than willing to work with the town again to put together a compelling request in FY18. As we wrap up the current grant, I'll be happy to give a memo on the status of East Templeton and other CDBG activities that have been discussed on and off over the years.”

Administration & Finance

Town Accountant: Finalized the reconciliation of the old vendor account. This has given us available cash in the amount of over a million dollars. This cash will be held in this account pending advisement

from the auditing firm as to where this cash needs to be allocated, since the cash transfers between checking accounts have not been done accurately over the past four years and there will be large cash transfers between checking accounts once all the audits are completed to bring the balances of the checking accounts in line with the General Ledger. The outstanding check list of checks prior to 12/31/2015 from this account is under \$30,000 and I am researching some of the items I believe should have been voided as they were a duplicate payment. The assessors office is also helping with this list in finding current addresses for the multitude of checks issued as refunds from both the tax collector and the light departments. Once the research is completed on this list...we will follow the State Treasurer's office procedures for unclaimed property. Vendor Warrant completed. Finalized the revenue numbers for the FY 18 budget to present to the Select Board and Advisory Committee on the 18th.

Treasurer/Collector: A/R is entered and submitted to accountant for final posting to the GL. Payroll & Vendor warrants are processed and checks are in the mail. All deposits have gone to the bank. Worked on the budget with Carter for FY18. Dealt with some issues in HR. Started working on the December bank reconciliation. Sent some paper work over to the USDA for the Pleasant Street Pump Station borrowing. Heard from Harper's and the W2's will be delivered to the town by January 31st.

Assessor: Returned to the office after being out 2 weeks. Sue covered the office over the past two weeks. Thanks for a job well done! Forms of List, I & E's, and ABC paperwork has been mailed out to businesses and property owners. A reminder that these need to be returned, changes or not, by February 1st. The Board meeting was canceled on Tuesday the 10th (due to illness) and will be rescheduled for Tuesday, the 17th at 4 p.m. New office hours were implemented the 1st of January. We are open to the public 38 hours and I am in the office an additional 2 hours to complete my 40 hours. Hours are posted at town hall and on the website. Exemption applications are still being taken in the office and the final day to apply is March 31st for FY17 Tax bills. Also, abatement application deadline is February 1st. Wishing everyone a Happy and healthy New Year!

Town Clerk: Mailed out the census forms this week. Attended a seminar regarding the new Public Records Law. Provided documentation for a public records request.

Highway & Grounds

Highway Department: Some snow removal over the week end was required. During the middle of the week the rain and wind caused the highway to be quite busy with fallen branches and icy spots in the shady locations. Overnight sanding was necessary as the temperatures fell. Attention was made to the plows in changes blades and assuring trucks are ready. The mechanic serviced several vehicles for Preventative Maintenance. The Screening plant, which is critical during the winter sanding operation, needs work. We are investigating what it will entail to repair. The repairs will have to be done by an outside vendor.

Cemetery & Parks: The Cemetery crew has been clearing walks, parking lots, and some streets. Sanding walks and Cemetery Roads. Preparing for three Funerals. Superintendent has turned in Buildings & Grounds Budget request for FY 18. Has sent out 14 Bid packets for the Tomb restoration Project Phase III. Office work Billing & Lot Deeds.

Public Safety

Templeton Police Department: Nothing to report this week.

Templeton Fire/EMS: Nothing to report this week.

Emergency Management: Nothing to report this week.

Development & Inspectional Services

Board of Health: Nothing to report this week. (out of office)

Building Department Office: This week we finalized budget for FY18 with the help of Development Services, this was submitted for review. Admin worked on learning more of the ZBA process, as she prepared for her first hearing on Jan 18. Safety inspection of one local daycare was completed. Commissioner has worked with Scout Hall Committee on the renovations that are underway, completing an inspection on Monday night. Building Commissioner started working new business hours of Monday and Wednesday nights.

Planning Board Office: Hosted with MRPC a Public Forum for the Master Plan. Worked on Annual Reports for ZBA, Planning and Conservation Commission. Trained Mallory Seamon on ZBA procedures. Had Aminstadi ZBA decision time stamped for a 20-day appeals period. Worked on Planning Board meeting minutes.

Conservation: Turned over fees in association of a Public Hearing for NOI-Chartier/Dodge. Training with George Andrews. Posted Conservation meeting for Jan.19.

Human Services

Council on Aging/Senior Center: This week brought the finishing touches to the budget, and I am continuing to work on the annual report. BG Flooring installed the donated floor in the kitchen and food pantry bathroom. Bob and his team did a beautiful job as always. Even though the dining hall was closed, we had a great deal of activity at the senior center. We moved some of our activities into the craft room, and the pool players come to shoot pool, from open to close.

Library Director: Completed and submitted FY 18 budget request as well as FY 16 annual report. The CWMars project is progressing. Now that we are adequately trained in processing holds, the Boynton Library can be listed as a location where items that were reserved online can be picked up. This will be a great convenience to our patrons who live or work in town, as they can now browse the online catalogs for virtually every library in the state, and have any materials they request delivered here to be checked out. We have scheduled further training for mid-February. Story Hour continues with a lively crowd. Many groups have scheduled meetings at the library during January and beyond, including: Girl Scouts, Brownies, CPC, 4-H and the Historical Commission. Many thanks to the Cemetery department for removing a large tree which had taken over our memorial garden!

Important Dates to Remember

Selectmen's Workshop, Wednesday, January 18, 2017, at 6:30 p.m.

Selectmen's Meeting/TA Interviews, Thursday, January 19, 2017, 6:00 p.m.

Selectmen's Meeting, January 23, 2017, 6:30 p.m.

Department Head Meeting, Tuesday, January 24, 2017, 9:00 a.m.